



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 2230.1
Effective Date: July 23, 2004
Expiration Date: January 23, 2005**

Responsible Office: Office of Chief Information Officer

**SUBJECT: Review and Approval of Publication or Dissemination
of Information Derived from Contracts, Grants, or
Cooperative Agreements**

1. SUMMARY

This directive sets forth Center policy, definitions, and responsibilities for the review and approval of publication or dissemination of information derived from NASA contracts, grants, or cooperative agreements.

2. POLICY

This Center will comply with the procedural guidelines set forth in NPR 2200.2 and will:

- a. Disseminate research findings resulting from NASA contracts and grants in NASA contractor or grantee final reports and in suitable non-NASA scientific and technical literature, such as:
 - (1) technical or professional society journals and similar periodicals
 - (2) domestic and foreign presentations of papers, talks and lectures
 - (3) proceedings of conferences and symposiums
- b. The dissemination of these research findings through non-NASA literature will not take the place of the end product, which is a final report. A final report will be required for each Research and Development (R&D) contract, grant, or cooperative agreement. If the requirement for a final report is to be waived, before a contract, grant or cooperative agreement is negotiated, the purchase request initiator is to have the approval of the Chief, Office of Procurement.
- c. Provide domestic dissemination of research findings resulting from NASA contracts and grants prior to or concurrent with foreign release.
- d. Do not include NASA Langley Research Center (LaRC) employees as coauthors of contractor or grantee reports.

3. DEFINITIONS

- a. Contractor Reports (NASA CR) - Reports generated for NASA under a contract or research grant that are selected for release under NASA auspices and are suitable for issuance in a separate report series. They may be classified or unclassified, as required, and may have distribution limitations imposed on them because of proprietary, export control, or sensitive information.
- b. NASA Contracting Officer - An individual (generally in the Office of Procurement) who, by virtue of position held or by appointment in accordance with prescribed regulations, is authorized to enter into and administer contracts on behalf of the Government. This individual is empowered to obligate the Government, as appropriate, to perform its obligations and protect its rights under contract.
- c. NASA Contracting Officer's Technical Representative (COTR) - An individual appointed and given a written delegation of authority by a Contracting Officer to represent and act for this officer, on a specific contract, within the authority and limitations of this appointment. On small dollar value contracts for which no technical representative is appointed by the Contracting Officer, the Competency or Program Office will assign an individual to monitor the technical aspects of the contract for that particular organization. This individual will usually review the contractor reports in the same manner as a COTR does on the larger contracts.
- d. NASA Grants Officer - An individual appointed by the Procurement Officer as a Contracting Officer with the authority to award and administer grants and cooperative agreements on behalf of the Government.
- e. NASA Technical Officer - An individual within the cognizant organization (generally the organization within which the grant requirement originated) who is designated by the Grants Officer to manage a grantee's effort within the scope of the grant or cooperative agreement.

4. RESPONSIBILITIES

a. General

- (1) To achieve acceptable standards for NASA contractor and grantee reports, each proposed report is to be reviewed by scientific, technical, and editorial authorities for general technical accuracy and acceptability for publication. Detailed responsibilities concerning NASA contractor reports are available on the World Wide Web at

<http://larcpubs.larc.nasa.gov/guidelines>

(2) The Government has a contractual obligation to accept, reject, modify, and return a contractor or grantee report within 60 days. Failure to return the report within this time may result in additional cost to the Government.

b. Contracting Officer's Technical Representative (COTR) or NASA Technical Officer (as applicable)

(1) Ensure that the report conforms with Langley Organization Form PROC./P-72, "Procedures for the Preparation and Approval of Contractor Reports for LaRC." The final report for a grant should conform to the requirements of the NASA Provisions for Research Grants and Cooperative Agreements as they apply to technical reports and publications.

(2) Obtain approval for the release of scientific and technical information derived from contracts, grants, or cooperative agreements by Langley Form 99, "Technical Publication Approval Form," and routing through channels (see LAPD 2230.2).

(3) Ensure that all scientific and technical information derived from contracts, grants, and cooperative agreements receives domestic dissemination prior to or concurrent with foreign release.

(4) Ensure that material disseminated by the contractor or grantee through non-NASA literature carries an acknowledgment that the research was funded by NASA, includes the contract, grant, or cooperative agreement number, and does not use brand names or trade names unnecessarily or make comparisons between commercial products.

(5) Ensure that the release of patentable information has the concurrence of the LaRC Patent Counsel.

(6) Obtain two copies of each reprint or preprint of material released by the contractor or grantee through non-NASA literature, and forward with an approved LaRC Form 99 or copy of transmittal approval letter, to the Research Information Management Office, Mail Stop 196, for processing into the NASA Scientific and Technical Information Data Base.

c. Contracting Officer and/or Grants Officer

(1) Ensure approval copies of report from the contractor or grantee (if required), are received and forward Langley Organization Form PROC./P-98 for contracts to the COTR, including instructions for review, transmittal of comments to contractor, and publication.

(2) Request the appropriate technical representative to provide written verification of receipt of reports/deliverables.

5. REFERENCES

- a. NPR 1620.1, " Security Procedures and Guidelines."
- b. NPR 2200.2, "Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information."
- c. NPR 5800.1, "Grant and Cooperative Agreement Handbook."
- d. NPD 2220.5, "Management of NASA Scientific and Technical Information (STI)."
- e. LAPD 2220.5, "Langley Research Center (LaRC) Scientific and Technical Information Program."
- f. LAPD 2230.2, "Langley Research Center's (LaRC's) Guidelines for the Transfer of Scientific and Technical Information (STI) (Document Availability Authorization (DAA))."

6. RECISION

LAPD 2230.1, dated August 2, 1999.

Jeremiah F. Creedon
Director